



Empowered Therapy Inc.

1/23/22

SOPs:

Clinician Steps for UIC Law School Students

By: L.Burke L.Garski P.Benson

Summary:

These are processes to follow when a current client is a student at the UIC Law School. Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director.

Resources:

ttyler@empoweredtherapy.org

PBenson@empoweredtherapy.org

lgarski@empoweredtherapy.org

On-site clinical directors

[UIC Folder](#)

[Authorization Request Form template](#)

[Example Authorization Request Form](#)

[UIC Law student clinical documentation](#)

Jane Smith training file in Therapy Notes

UICLaw Students:

Late Cancellation Policy

1. Students are subject to Empowered's standard late cancellation/missed appointment fee of \$155 paid out of pocket.
2. The fee should be charged even during the first 3 subsidized sessions if the client has already used their fee waiver.
3. Clinicians need to be transparent with UIC Law students about the late cancel/missed appointment policy and discuss this policy during intake.

Summer Sessions

1. UICLaw students are able to get what is called gap coverage through their student health insurance. In order to be eligible for summer coverage, students with campus care must opt in for summer coverage no later than May 15th.
 - a. Historically we have seen students use services over the summer and their claims were covered, (including students who recently graduated and are studying for the bar exam).

In-office

1. Students can elect to meet in-office.
2. A \$15 copay does apply to all in-office sessions; students are informed of this policy by the intake team but please remind them of this during your first in-office session.

Intake

1. The admin team will add UIC LAW as the client's insurance billing for the first 3 sessions. These are paid fully by UIC Law School.
2. The first three subsidized sessions should be billed using the location as "Main Office" and the following codes:
 - a. UICLaw Subsidized intake: 13333 (for intake)
 - b. UICLaw: 33333 (for 2 therapy sessions)

UICLaw Students with Private Insurance (BCBS/UHC) or Direct Pay:

1. After the student has used these first 3 sessions, then they must begin to use either Campus Care (UIC insurance), private insurance (BCBS-PPO or UHC), or private pay.
2. Email Tiara, tyler@empowertherapy.org, and Precious, pbenson@empoweredtherapy.org, that the student has completed their first 3 sessions and request that insurance info/direct pay info be updated on Therapy Notes.
3. The client's insurance will be be notated under "Billing Comments" in the "Billing Settings" tab on the client's Therapy Notes Chart

Patient: Jane Smith 1/1/99 No Fut
Mobile: (332) 456-7890 (No M

Info To-Do Schedule Documents Billing **Billing Settings** Clinicians Portal

This patient's billing and insurance settings have been updated.

Billing Comments
UICLaw first 3 sessions then BCBS

Insurance

University of Illinois (UIC67): Primary

Signature: A signature is required for insurance claims ⚠️

Policy Information

Copay: Not set
 Appointments: 12 per year ending 4/23
 Member ID: Not set ⚠️
 Policy Holder: Self

3. After the student has used their 3 subsidized sessions, use the CPT code that best corresponds to the service you are providing i.e. if you are meeting with a client via telehealth for 54-60 minutes, use 90837: Telehealth 53+ Minute Therapy Session

Timecard Tracking


1. You will track all UICLaw private insurance sessions the exact same way that you would track any other session with a client who uses private insurance.

2. You will be compensated at your standard clinical rate for each UIC session completed in a pay period.
3. If you have questions, please email Precious Benson:
PBenson@empoweredtherapy.org

Caseload log

1. Please use the Caseload log form, emailed to you each Thursday morning, to inform the intake team on your UICLaw client needs

How many UIC Law Students do you need? *



Short answer text

UICLaw Students with Campus Care:

1. Once the client has completed the 2nd session, the clinician must complete the Authorization Request Form.
2. Use the [Authorization Request Form template](#) to create a duplicate version of this form that you will complete using your clinical information (license, NPI, etc) as well as pertinent clinical information related to the client.
 - a. You'll find further notes on how to complete this form as comments from Larisa in the [template](#).
3. An example authorization form is accessible in the training "Jane Smith" chart on Therapy Notes if you need an example of what you should be including (this can be a resource).
4. Once the Authorization form is complete, the clinician will upload the form to the client's chart in Therapy Notes under the "documents" tab (see pic on next page)

Upload a Patient File ✕

Patient: Jane Smith

Date:

File: JS Campus-Care-Authorization .docx ✕

Access: Administrative: Accessible to all practice users
 Clinical: Accessible to assigned clinicians

Document Name:

Add Document
Cancel Upload

5. Then the clinician must email Tiara and Precious to notify them that the authorization is uploaded to Therapy Notes and ready to be sent.
 - a. This might take about a week, so plan accordingly. Campus Care will not cover sessions retroactively.
6. The clinician will need to track the sessions and request additional sessions as needed. Use the “appointment alert box” to track the number of approved sessions as you go (see pic on next page).

Create New Appointment

Appointment Type:

Patient: [Jane Smith](#) 1/1/1999

Clinician: ✕

Location: ✕

Use TherapyNotes Telehealth

Service Code:

Scheduled Time: at

Duration: minutes

Frequency:

Appointment Alert:

Save New Appointment

7. Use the CPT code that best corresponds to the service you are providing i.e. if you are meeting with a client via telehealth for 54-60 minutes, use 90837: Telehealth 53+ Minute Therapy Session


Timecard Tracking

1. You will track UICLaw Campus Care sessions in Gusto using the UIC Law/Campus Care job type.
2. You are paid on commissions
 - a. This means that you will be compensated an initial \$16 per hour for UICLaw / Campus Care sessions completed in a pay period.
 - b. The rest of your compensation will be paid out to you on the 15th of the month once Empowered has been paid by UIC and Campus Care. This usually takes 30-45 business days.
3. The total of both amounts will add up to your standard clinical rate.
4. If you have questions, please email Precious Benson: PBenson@empoweredtherapy.org

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